

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF OPELOUSAS ---- PARISH OF ST. LANDRY**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF OPELOUSAS ---- PARISH OF ST. LANDRY

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER \*  
OPERATOR \*\*  
FIRE LIEUTENANT\*\*  
FIRE CAPTAIN \*\*  
ASSISTANT FIRE CHIEF \*\*  
FIRE CHIEF \*

##### LINE SUPPORT CLASSES

FIRE TRAINING AND SAFETY OFFICER\*

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#### POLICE SERVICE

##### LINE CLASSES

POLICE OFFICER \*  
POLICE OFFICER FIRST CLASS \*\*  
POLICE SERGEANT \*\*  
POLICE LIEUTENANT \*\*  
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ASSISTANT POLICE CHIEF \*\*

##### LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER \*

SECRETARY TO THE POLICE CHIEF \*

POLICE RECORDS CLERK \*

\*Competitive class

\*\*Promotional class

OP Index

Original Adoption: 12-20-62

Revision Dates: 03-16-67, 09-12-73, 08-08-75, 10-28-76, 02-26-80, 10-16-81, 05-25-89,  
08-14-89, 06-12-91, 11-25-92, 12-08-93, 12-13-95, 03-13-02, 07-15-15,  
10-14-15, 10-02-17, 04-16-19

# FIRE SERVICE

## FIREFIGHTER

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter comprises entrance level positions in the firefighting division of fire department operations. Employees of this class receive training for and, after training, perform tasks such as controlling and extinguishing fires, and performing rescue work. Employees of this class are supervised by a Fire Captain and this class ranks directly below that of Operator.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines; ventilating buildings; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers first aid to victims of fire and accident, either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention, fire inspection, or pre-fire planning tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers; studying the district to become familiar with the location of fire plugs or water lines; interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Answers emergency and business telephone. Dispatches apparatus. May be required to drive fire apparatus after receiving appropriate training. Does preliminary paperwork on emergency incident reports.

Performs related duties as assigned.

## QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment or promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Must attain certification for Firefighter I as set forth in NFPA 1001 before being confirmed in the position.

Must possess a valid driver's license.

Firefighter OP

Original Adoption: 12-20-62

Revision Dates: 03-16-67, 08-08-75, 06-30-81, 10-16-81, 05-15-91, 02-03-93, 04-20-94,  
09-13-00, 06-20-01, 03-11-09, 03-19-14, 06-13-18, 10-31-22

# OPERATOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which include the operation of apparatus and equipment and the protection of life and property through fire prevention, rescue, and the extinguishing of fires. Work involves the protection of life and property, prevention of fire hazard, and general duties related to the care and use of departmental equipment and property. Employees of this class are responsible for driving fire equipment to and from the scene of a fire and for operating the pumps and other equipment as required. Operator's perform assigned routine tasks independently, and all other decisions or work assignments are received from a superior. This class reports to and has work reviewed by a Fire Captain. This class ranks directly below that of Fire Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers both emergency and non-emergency calls, recording pertinent information and responding according to department procedures. Selects shortest available route to fire or emergency scene. Drives fire apparatus, making sure to follow all laws and safety regulations.

Places apparatus at fire scene according to instructions of commanding officer. Performs pumper operations to supply water to the hose lines. Performs hose operations including deploying, making and breaking connections, advancing, and utilizing various types of nozzles and appliances. Sets up truck jacks or outriggers on each side of truck so that when aerial ladder is in position, the truck will not tip. Performs automatic sprinkler system support operations. Performs standpipe system support operations through Siamese connections; connects hose to standpipe station for interior attack or exposure protection. Relays radio messages between headquarters and firefighting personnel.

Performs duties as part of the fire attack and suppression team when not engaged in operating pump or other equipment. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel.

Performs routine service and maintenance on fire department apparatus and equipment, including cleaning apparatus after use and seeing that necessary equipment is in working condition and replaced on apparatus as required. Conducts required tests of fire department apparatus and equipment. Performs daily radio checks. Maintains inventory of supplies and equipment.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area to become familiar with all area features which might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority.

Provides informal or "on-the-job" training for new employees. Participates in training and/or drills.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, providing assistance and information as needed.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Must possess a current valid Louisiana driver's or chauffeur's license.

Must be a regular and permanent employee in the class of Firefighter immediately preceding the closing date for application to the board.

Operator OP

Original Adoption: 12-20-62

Revision Dates: 08-08-75, 05-15-91, 04-20-94, 06-20-01, 10-13-04, 10-31-22

# FIRE LIEUTENANT

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

This class encompasses the first level of supervisory positions in the suppression division of the fire department. Employees of this class are responsible for training and assisting a company of Firefighters and Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. The Fire Lieutenant coordinates, performs, and participates in the pre-fire planning inspection, and assists the Fire Captain with completion and maintenance of records and reports. The Fire Lieutenant receives general instruction from the Fire Captain. This class ranks directly below that of Fire Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Coordinates activities and services the needs of fire and law enforcement personnel at the scene of an emergency. Responds to all fire alarms and supervises the fire company with the most direct route to the fire, ensuring all laws and safety regulations are followed. Makes recommendations to officer in charge regarding appropriate equipment procedures from vantage points. Performs size-up of the emergency scene including setting up perimeter for traffic control and determines the positioning of apparatus at the fireground to initiate the most effective fire attack. Maintains communication between fire scene and other authorized personnel including occupants or neighbors until relieved of command by a superior officer. Supervises and performs emergency scene operations involving search and rescue operations, emergency medical services, fire suppression, forcible entry, ventilation, hose operations, automatic sprinkler system operations, salvage and overhaul, and pumper operations. Identifies, directs or assists in handling of hazardous materials or incidents. Recognizes exposures, operates a breathing apparatus to protect from fire extension, and reports any injuries to self or others to a superior. Operates portable or fixed master stream appliance, large-caliber water stream, and in-line eductors. Utilizes public water systems and static sources, or appropriate portable fire extinguishers to contain Class A, B, C, or D fires. Protects the hose line from damage, and will load after fire is extinguished by draining, rolling or folding for proper carrying.

Performs pumper operations to supply adequate pressure at the nozzle and regulate water to the hose line. Operates pumper from self-contained water source without interruption and makes connection with fire hydrant for additional water supply while determining the number of hose lines. Performs aerial truck operations, standpipe system support, ladder load determinations, and stabilizes the truck by setting up outriggers. Calculates and determines ladder loads, GPM of water flow, nozzle and discharge pressures, and friction loss.

Assists Fire Captain with the management of the operation of one fire station for one shift by overseeing and evaluating the work performance of a company of Firefighters and Operators. Participates and provides informal or "on-the-job" training for new employees, in addition to conducting drills, evolutions and classroom training. Evaluates the efficiency of the response unit, any safety hazards of local conditions, and monitors local conditions that may become safety hazards. Recommends management policies, goals and objectives for the department. Assists in

the investigations of accidents and complaints to formulate a recommendation to the Fire Captain along with pertinent activities. Studies new laws, regulations and ordinances relating to departmental operations to determine if policies and procedures are needed. Works with the Fire Captain to delegate authority to subordinates for a more effective operation of the department when such delegation is allowed by law and assigns work schedules. Oversees and evaluates work performance, inspects the appearance of assigned and subordinate's equipment. Resolves employee's complaints and grievances. Conducts employee performance evaluations, and discusses performance with subordinates and superiors, and counsels employees under the direction of a superior officers. Recommends disciplinary action to the appointing authority.

Performs and participates in the pre-fire planning inspection. Draws diagrams or conducts visitations on the properties in an assigned area to become familiar with hydrant locations, exposures, types of occupancy, and high-risk areas in case of a fire or emergency situation. Inspects and makes safety recommendations for commercial businesses, public assemblies and schools, and reports fire hazards to the appropriate authority. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Assists arson investigation personnel. Secures the fire scene to prevent removal or damage of evidence of suspected arson and questions witnesses to collect information. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of arson. Testifies in court when required.

Inspects and maintains station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Performs regular maintenance and inspection of apparatus and equipment such as fire pump, aerial ladders, elevating platforms, emergency medical equipment, hand tools and fire hydrants. Reports and receives reports about any problems with fire department property and equipment for the purposes of repairs and maintenance. Maintains inventory of supplies and equipment as required; orders and disburses supplies and equipment to personnel as required.

Provides for the maintenance of department records such as records of activity, inventory or any additional requirements. Prepares assigned forms and records including incident reports, maintenance records, NFIRS reports, and preliminary investigation reports in a logical sequence. Participates in special community projects designed to improve public relations or the image of the fire department. Assists the Fire Captain or makes presentation related to fire safety and oversees tours of department facilities. Writes letters and responds to questions from the public about departmental operations.

Perform other related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Operator immediately preceding closing date for application to the board.

Fire Lieutenant OP

Original Adoption: 10-02-17

Revision Dates:

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which include manning the fire station on an assigned shift to respond to emergency calls, keeping all fire department equipment in good working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinates. The Fire Captain supervises the activities of paid and volunteer personnel, both at the station and at the scene of an emergency. Employees of this class receive only general instructions from either the Assistant Fire Chief or Fire Chief who direct and review work of this class. This class ranks directly below that of Assistant Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station for one shift. Briefs incoming Captain on all pertinent activities that occurred or those that will occur on the upcoming shift; reviews records of previous shift activity.

Answers fire alarms, records pertinent information, and supervises the driving of fire apparatus, making sure the Operator follows all rules and regulations. Communicates with Dispatcher from fire scene. Assumes command until relieved by a superior officer. Oversees emergency scene operations, such as size-up, search and rescue, forcible entry, nozzle and hose handling, ventilation, salvage and overhaul, and emergency medical care.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses and recommends corrections for unsafe practices and conditions.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; collects and labels evidence of suspected arson; and assists arson investigation personnel.

Supervises employees by conducting employee performance evaluations and discusses work performance with subordinates; discusses performance of subordinates with superiors. Assists subordinates in technical areas of work. Inspects the appearance of assigned equipment and subordinate personnel. Provides informal or "on-the-job" training for new employees.

Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Must be a regular and permanent employee in the class of Fire Lieutenant immediately preceding the closing date for application to the board.

Fire Captain OP

Original Adoption: 12-20-62

Revision Dates: 02-26-80, 05-15-91, 04-20-94, 12-13-94, 06-20-01, 10-13-04, 09-19-18, 10-31-22

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible fire line positions, the major duty of which is managing operations on an assigned shift for the department, including supervising all personnel and managing the use of all department equipment assigned to that shift. The Assistant Fire Chief assists the Fire Chief in the performance of administrative duties, provides for the maintenance of records and for the care of department equipment, oversees training and fire prevention activities, and acts as commanding officer at the scene of a fire or other emergency until relieved by the Fire Chief. Employees of this class have a high degree of independence in the performance of their work, and an employee of this class may be required to perform the duties of the Fire Chief in the Chief's absence. Assistant Fire Chiefs report to and have work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on one shift. Performs the duties of the Fire Chief in the absence of the Chief. Monitors and evaluates local conditions which may become fire or safety hazards.

Conducts inspections of the divisions of the department and observes operations; evaluates the effectiveness of these divisions and takes appropriate action to correct or improve problem areas. Assists in the investigation of complaints against department personnel and makes a recommendation for action to be taken.

Supervises the preparation and maintenance of the records and reports of the assigned shift. Personally, completes any forms and records assigned, including payroll records and LFIRS reports. Compiles and organizes data needed for reports.

Directs operations at the scene of a fire or other emergency until relieved by the Fire Chief and supervises subordinate employees in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and related fire ground operations.

Supervises assigned department employees by planning, organizing, and directing their work; by providing assistance and training in technical areas; by evaluating work performance; by counseling employees; by resolving employee complaints and grievances; and by maintaining discipline.

Provides for regular employee training by evaluating training needs and by recommending department training or outside training to meet the needs. Personally, conducts training classes.

Directs fire inspection operations for the department.

Supervises the care and maintenance of department equipment and property. Arranges for repairs and maintenance and inspects equipment after repairs to see that these were properly accomplished. Purchases and disburses equipment and supplies.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

Assistant Fire Chief OP

Original Adoption: 06-12-91

Revision Dates: 06-20-01, 10-13-04, 10-31-22

# FIRE CHIEF

(Competitive)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, performs public relations duties, manages equipment and supplies, provides for training, and directs a program of fire prevention and investigation. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Mayor and Board of Aldermen.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Develops methods to identify and evaluate productivity of departmental programs. Collects data from department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions.

Develops and implements a safety program for the department. Monitors the results of a risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Prepares and develops a departmental operating budget. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Personally, completes any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Promotes a positive image of the department in the daily performance of duties through interaction with the public. Serves as official department representative at any required meetings. Acts as department representative to the news media, releasing information and

answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long-term goals for subordinates to best accomplish the goals of the organization. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and assists in technical areas of work. Provides for outside instruction to meet any training needs not available in the department training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Prepares specifications on new fire department equipment for public bids. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Provides for and oversees a communications system for the department.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning to provide firefighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment or promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief OP

Original Adoption: 12-20-62

Revision Dates: 06-30-81, 05-15-91, 04-20-94, 06-20-01, 10-13-04, 03-11-09, 03-19-14,  
06-13-18, 10-31-22

# FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a specialized position in the fire service, the primary duties of which include class developing and implementing training and safety programs by evaluating the performance of department employees during training, and by maintaining records required to document the activity of the training and safety division. The Fire Training and Safety Officer is also responsible for preparing training materials and tests. The employee of this class works independently most of the time and exercises functional supervision over line personnel only when they are involved in training activities. The Fire Training and Safety Officer reports to and has worked reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops the training program for the fire department and ensures that program is properly staffed and supplied with training resources. Assists with scheduling training for all department employees as assigned by the Fire Chief and coordinates the movement of fire companies to and from all training activities. Provides for regular employee training at all levels within the department by assessing training needs and conducting training in the classroom, at the drill field, or at fire stations. Assists with employee training in areas of fire suppression and prevention including, but not limited to the following: driving fire equipment, basic firefighting, forcible entry, use of protective breathing apparatus, ventilation, hydraulics, nozzles, hose handling, ladders, fire extinguishers, hazardous materials, first aid, rescue, salvage and overhaul, fire inspection and investigation or any other related subjects required. Responds to emergency calls and assists in overseeing and evaluating the response of personnel at the emergency scene. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Develops job simulation exercises to rate skills acquired during training. Assists in the preparation of lesson plans, training materials and written tests. Administers and grades training tests. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Keeps informed on modern firefighting methods and administrative practices. Provides informal or on-the-job training for new employees. Communicates with superior officers concerning employees' performance. Makes recommendations for improvements in the training program.

Develops a departmental safety program and conducts or directs evaluations of the program to recommend improvements. Educates employees by demonstrating safety equipment and practices; observes department personnel to ensure prescribed safety equipment and practices are in use. Identifies and appraises conditions which could produce accidents and financial losses. Assists in investigating accidents involving department equipment or personnel. Develops and recommends accident and loss control programs for incorporation into operational policies. Recommends changes in department operations that will help the city obtain favorable ISO ratings.

Recommends management policies and assists with setting goals and objectives for the division and the department. Gives reports, offers advice and makes recommendations on local trends that may affect the fire service. Participates in development of personnel recruitment program and assist with interview process. Completes and files all forms, records, and reports as required. Reviews records and reports for completion and accuracy. Purchases supplies and equipment for the department, keeping such purchases within the established budget. Disburses supplies and equipment to department personnel as needed. Participates in public education programs of other fire department divisions.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must possess Fire Service Instructor II certification.

Fire Training and Safety Officer OP
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Original Adoption: 10-14-15
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Revision Dates: 06-13-18, 07-14-22
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# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and by handling clerical and minor administrative duties. The employee of this class acts as receptionist for the Chief's office, keeps records for the Fire Chief, types records and reports, and assists with financial management duties. The Secretary to the Fire Chief performs routine duties independently, with instruction for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief who directs, and reviews work of this class.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Places telephone calls for the Fire Chief. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Keeps records of the schedule and notifies the Chief of appointments, meetings, or other scheduled events.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Processes outgoing mail and interdepartmental correspondence. Takes dictation and transcribes from longhand notes. Proofreads typed material and corrects errors. Composes business letters using correct grammar and punctuation.

Sets up a filing system and revises the system when necessary. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically or numerically.

Operates a word processor or a computer terminal to enter or retrieve information from files. Operates a copying or duplicating machine. Operates a calculator or adding machine.

Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports.

Keeps accounting records of department money and assets. Compiles information to be used in developing the departmental operating budget. Makes calculations necessary to compute payroll and prepares payroll records. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll.

Maintains the inventory of supplies and equipment for an assigned division. Prepares purchase requisitions according to department procedures.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must present a certificate verifying the ability to type forty-five (45) words per minute.

**EITHER**

A minimum of six (6) months clerical experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing and/or computer database application.

**OR**

Vocational/Technical certification in the operation of a computer terminal utilizing a word processing and/or computer database application.

Secretary to the Fire Chief OP

Original Adoption: 12-13-95

Revision Dates: 10-14-98, 09-13-00, 06-20-01, 03-11-09, 03-19-14, 06-13-18, 10-31-22

# **POLICE SERVICE**

## **POLICE OFFICER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Performance of routine work of the police department as specially assigned while being trained on the job for more responsible and skilled work of an experienced police officer.

### **DISTINGUISHING FEATURES OF THE CLASS**

This is the beginning level of work in the police department involving training and routine patrol work for the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. New employees of this class usually work in company with and receive assistance from a more experienced employee. Work involves making regular patrols and investigating accidents, crimes, or suspicious activities in accordance with prescribed departmental rules and regulations. Employees of this class are usually given a special training course in police methods and the use of police equipment prior to duty assignment. These employees must use independent judgement when faced with emergency situations. Work is checked by superior officers through inspection and observation. This class ranks immediately below that of Police Officer First Class.

### **EXAMPLES OF WORK**

Note: The examples below indicate only the general type of work performed in this class and are **not** intended to restrict duties to those listed.

Assists in patrol usually in company with another officer; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the state criminal code, and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make, and license numbers of passing vehicles to regain stolen cars and picks up wanted persons and violators; investigates vehicles parked illegally, abandoned, or under suspicious circumstances;

Directs traffic to reduce and eliminate congested traffic conditions;

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and supervises the removal of wrecked vehicles and debris to restore traffic;

Makes arrests and prefers charges; appears in court as a witness;

Aids in maintaining order in crowds and in public gatherings;

Performs general law enforcement work aimed at preventing or stopping robberies, thefts, molestations, and disturbances of the peace and in apprehending perpetrators of such violations, as indicated; Attends classes of instruction, reads and studies assigned materials, and prepares for the better performance of duty and for advancement in the department;

Performs various related duties as assigned, required, or indicated.

### **NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES**

Good general intelligence;

Some knowledge of the structure of government;

Skill in observation and a good memory;

Skill in physical ability;

Aptitude for the operation and use of firearms, motor vehicles, and radios and for the administration of first aid;

Ability to read, understand, and follow written and oral instructions;

Ability to react quickly and calmly in an emergency;

Courage, resourcefulness, tact, and skill in dealing with the public, and the ability to get along with others.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

Must successfully pass a medical examination, assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work, and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law, before appointment from employment list;

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

Must possess a valid driver's license.

Police Officer OP

Original Adoption: 03-11-09

Revision Dates: 03-19-14, 06-13-18, 10-31-22

# POLICE OFFICER FIRST CLASS

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is experienced level general police work involving routine patrol and traffic duties for the protection and safeguarding of life and property.

Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Employees of this class often work in company with another officer and assist in the orientation and training of new employees. Work involves making regular patrols, directing traffic, and investigating accidents, crimes, or suspicious activities in accordance with prescribed departmental rules and regulations. Employees of this class must use independent judgement when faced with emergency situations. Work is reviewed by superior officers through inspection, observation, and reports. This class ranks immediately below that of Police Sergeant.

## **EXAMPLES OF WORK**

(Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Patrols the city, usually in company with another officer, makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the state criminal code, and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make and license numbers of passing vehicles to regain stolen cars and picks up wanted persons and violators; investigates vehicles parked illegally, abandoned, or under suspicious circumstances;

Assists in the orientation and training of new employees usually by accompanying them on routine patrols and assignments;

Directs traffic to reduce and eliminate congested traffic conditions;

Investigates accidents; keeps bystanders out of danger; renders first aid, questions witnesses and drivers; investigates and prepares reports of conditions and cause of accidents; supervises the removal of injured persons to hospitals and supervises the removal of wrecked vehicles and debris to restore traffic;

Makes arrests and prefers charges; appears in court as a witness;

Aids in maintaining order in crowds and in public gatherings;

Performs general law enforcement work aimed at preventing or stopping robberies, thefts, molestations, and disturbances of the peace and in apprehending perpetrators of such violations, as indicated; Attends classes of instruction, reads, and studies assigned materials and prepares for the better performance of duty and for advancement in the department;

Performs routine clerical work and relieves employee of higher rank as required; operates headquarters radio and telephone and performs dispatcher duties as required;

Instructs lower ranking employees in basic police work as required;

Performs various related duties as assigned, required, or indicated.

**QUALIFICATION REQUIREMENTS**

Must be a regular and permanent employee in good standing in the class of Police Officer.

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work, and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law, before appointment from employment list;

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

Police Officer First Class OP Original Adoption: 12-20-62 Revision Dates: 09-12-73, 08-08-75, 06-29-95, 06-20-01, 10-31-22
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# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is responsible supervisory and specialized police work involving the supervision of the activities of a group of subordinates and the personal performance of advanced police work. Employees of this class may perform their duties in uniform, directing the activities of subordinates engaged in general police work such as patrol and traffic work, or they may be assigned duties requiring advanced law enforcement and investigative abilities and requiring the wearing of plain clothes. Duties are performed in the field and at headquarters. Uniformed officers are responsible for the general performance of subordinates and plain-clothes officers for the investigation and development of their assigned cases or other work. Specific assignments are given to the plain-clothes officers by a superior or in a manner according to departmental methods and regulation.

Work of employees of this class is reviewed by oral and written reports to superiors and by observation of their personal performance and the general performance of their subordinates. This class ranks immediately below that of Police Lieutenant.

## **EXAMPLES OF WORK**

(Note: The examples below indicate only the general type of work performed in this class and not intended to restrict duties to those listed.)

Inspects subordinate officers before they go on duty for compliance with departmental regulations concerning the wearing of the uniform and neatness of appearance and for knowledge of any special orders;

Supervises subordinate officers in the performance of their general law enforcement and patrol duties; gives instructions, makes suggestions, and offers assistance to them as indicated;

Visits specific locations to obtain evidence, interviews suspects, witnesses, and informers to obtain information and evidence;

Ascertain information and evidence, determines the sufficiency of such evidence to warrant holding a suspect, and makes arrest of persons alleged to have committed a crime;

Assists in the direction and supervises the work of officers engaged in patrol and in answering complaints; reviews their work in progress and upon completion;

Maintains or supervises the maintenance of records and reports and makes daily reports as required;

Conducts the primary investigation of major traffic accidents or violations;

Makes arrests in accordance with the law;

Performs difficult and complex police law enforcement, investigative, or clerical work as assigned;

Performs various related duties as assigned, required, or as indicated.

### **QUALIFICATION REQUIREMENTS**

Must be a regular and permanent employee in good standing in the class of Police Officer First Class;

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work, and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law, before appointment from employment list;

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

Police Sergeant OP

Original Adoption: 12-20-62

Revision Dates: 09-12-73, 08-08-75, 06-29-95, 06-20-01, 10-31-22

# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Assists in the planning, directing, and supervision of the operations of the police department. Performs related work as required.

Work of this class involves a high degree of ability and responsibility in assisting in directing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The lieutenant is required to be on duty or subject to call at all times.

## **EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed nor do listed examples include all duties which may be found in positions of this class.)

Assists the chief, if so directed, in organizing the work of the department into divisions, bureaus, or other units, as may be helpful to efficient management and operations and dividing the personnel into forces or platoons for the effective performance of departmental activities, or as may be required by law.

Assists in directing and supervising generally or specifically, as the needs of the service may require, all activities of the department.

Instructs subordinate officers as to methods, procedures, and policies.

Assigns tasks to subordinates, and reviews operations, as directed by the chief.

Investigates complaints.

Directs raids and makes arrests, as necessary or as directed by the chief.

Checks all arrests and dispositions thereof.

Personally, supervises and assists in the investigation of all major crimes or serious offenses committed in the city.

Makes frequent inspections of the jail, care of prisoners, movable and immovable property, and personal appearance of all personnel on beats and at headquarters.

Provides and maintains procedures for the preparation, maintenance and disposition of departmental records and reports of activities.

Receives reports and checks work of subordinates for compliance with law and established procedures, personal knowledge of activities, and efficiency in performance.

Establishes contacts and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies.

Cooperates with social welfare agencies, civic clubs and organizations, and the general public in preventing juvenile delinquency, crime, bettering the common good, and protection of society.

Assists in the preparation of departmental budget and operates within it.

Dispenses information to the public regarding city ordinances, departmental policies, objectives, and activities.

Keeps records, answers correspondence, and prepares reports.

Promotes peace and harmony among the employees of the department.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant for at least one (1) year immediately preceding closing date for application to the board.

Police Lieutenant OP
Original Adoption: 12-20-62
Revision Dates: 09-12-73, 06-29-95, 06-20-01

# POLICE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is responsible supervisory and advanced specialized police work. Duties of employees of this class are to assist the shift commander in directing the activities of the uniform division of the police department and to perform advanced investigative and undercover work. They may also be assigned cases for investigation and may direct the activities of subordinates performing investigation work, as well as performing more difficult activities in this field personally. An incumbent is given considerable freedom for independent action and supervisory decisions, but receives general direction and assignments from a superior officer. Work is reviewed by oral and written reports and by observation of the results obtained by his personal performance and by that of the subordinates under his command. This class ranks immediately below that of Police Captain.

## **EXAMPLES OF WORK**

(Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Assists in the direction of the patrol division of the police department;

Supervises the activities of the headquarters personnel engaged in operating the communications system, clerical operations, and general office functions;

Performs difficult and complex investigative work and supervises subordinates in this work;

Personally handles police activities concerned with major crimes or the investigation of such sensitive cases as those involving juveniles;

Patrols the city observing the performances of subordinate police officers; notes and reports any breach of duty by such officers or takes direct corrective action as indicated in accordance with established procedure;

Makes arrests in accordance with the law;

Instructs, directs, and trains subordinate officers at headquarters or at posts in the city while on assignment;

Makes general and detailed reports to the shift commander in accordance with departmental regulations and procedures;

Searches, collects, identifies, and preserves evidence;

Investigates complaints regarding the activities of the police department and its employees.

Assists the shift commander in any capacity, to effectively meet the responsibilities of the police department, as directed;

Performs various related duties as assigned, required, or as indicated;

**QUALIFICATION REQUIREMENTS**

Must be a regular and permanent employee in good standing in the class of Police Sergeant;

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work, and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law, before appointment from employment list;

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

Police Captain OP
Original Adoption: 12-20-62
Revision Dates: 09-12-73, 11-10-94, 06-29-95, 06-20-01, 10-31-22

# POLICE MAJOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative law enforcement position, the primary duties of which are providing administrative support to the Chief of Police in the areas of grant proposals and administration, public relations, and budget preparation. The Police Major also performs management functions and provides oversight for the management of the patrol division, fleet operations, prisoner care, evidence, and records sections; and assists in the supervision of the patrol section. The employee of this class has the responsibility for organizing, planning, and assisting in policy-making for assigned areas, for overseeing the daily operation of assigned functions, and for supervising subordinate employees within the assigned areas. The Police Major performs duties with a high level of independence, with work reviewed by and special assignments received directly from the Chief of Police. This class ranks directly below that of Assistant Chief of Police.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Provides management oversight of law enforcement functions of the department including patrol, prisoner care and evidence. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Serves as Budget Director and department fiscal officer by preparing the budget, including expenditure and revenue estimates, overseeing proper expenditure allocations, and writing and facilitating grants for the department. Manages bookkeeping of all departmental accounts to maintain accurate fiscal records. Authorizes expenditure of funds, vouchers for payment, or related financial records and sees that they are in accordance with the budget and departmental policy.

Manages the records division for the department by determining what information should be included in department records and in what form this information should be kept. Prepares payroll records. Compiles and analyzes data needed for reports. Writes letters, reports, newspaper articles, and requests for grants or other special funds for the police service.

Serves as department representative to the news media and at meetings of governmental or civic committees. Makes speeches or conducts demonstrations on law enforcement topics, as requested. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations. Coordinates the work of the department with related federal, state, and local agencies and coordinates special public service projects of the department. Acts as a consultant for smaller law enforcement agencies in surrounding areas.

Supervises assigned divisions of the department by holding meetings with subordinate officers for the purpose of receiving reports or disseminating information. Assigns work or duty areas. Evaluates work performance of subordinates by reviewing their reports and discussing work performance. Assists employees in technical areas of work and counsels employees experiencing work problems.

Serves as an instructor for formal instruction provided by the department. Informs the public of the necessity and methods of civilian cooperation in law enforcement work.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must be a regular and permanent employee in the class of Police Captain.

Police Major OP
Original Adoption: 03-13-02
Revision Dates: 05-22-02, 10-13-04, 10-31-22

# ASSISTANT POLICE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is highly responsible administrative and supervisory police work concerned with assisting in the planning and directing of the activities of the police department and in coordinating these activities with those of other city departments and other law enforcement agencies. An employee of this class personally performs a variety of difficult and complex police work and is responsible for relieving the police chief of much administrative detail. Supervision is exercised over all lower ranking employees and work assignments are made to subordinate supervisors. An employee of this class ranks immediately below the police chief and receives general supervision from the chief.

## **EXAMPLES OF WORK**

(Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Assists in planning and directing all activities of the police department.

Assists in providing for the general care and maintenance of all departmental property;

Assists in maintaining harmony and effective working conditions in the department, reprimands or praises employees, orally or in writing, and works with the local civil service board on personnel matters;

Assists in the preparation of periodical departmental operating budgets;

Conducts special studies and makes recommendations upon their completion;

Investigates various complaints, leads police raids, makes arrests;

Inspects and reviews the work of subordinates, and the department as a whole;

Cooperates with other law enforcement agencies such as the F.B.I. and the state police;

Maintains a public relations program, informing the public of the work of the department and assisting clubs and organizations of the city;

Performs related work as required, assigned, or as indicated.

## **QUALIFICATION REQUIREMENTS**

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required

work, and must meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law.

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

Must be a regular and permanent employee in good standing in the class of Police Major.

Assistant Police Chief OP

Original Adoption: 12-20-62

Revision Dates: 09-12-73, 11-10-94, 06-29-95, 06-20-01, 05-22-02, 10-31-22

# POLICE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the police department. They answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by a police lieutenant.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as police units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, driver's licenses, runaways, criminal records, etc.

Answers all police department telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and up-dating information.

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.  
Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Before employment, must pass a medical examination designed to show good health and physical abilities sufficient for the performance of the required duties.

Police Communications Officer OP

Original Adoption: 09-12-73

Revision Dates: 10-16-81, 09-21-83, 09-13-00, 06-20-01, 03-11-09, 03-19-14, 06-13-18,  
10-31-22

# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is a technical, highly responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports and records, and all other duties of a secretary including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the police chief and for other ranking police officers.

## **EXAMPLES OF WORK**

Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.

Takes and transcribes dictation and types from rough draft and other sources, letters, memoranda, forms, and other material.

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor clerical and administrative details and relays orders and instructions to other clerical personnel at the chief's direction.

Answers telephone in chief's office, dispenses information to callers, in accordance with policy and appropriately refers callers on to the chief or to other officers of divisions;

Acts as office receptionist for chief and other ranking officers, routing visitors to the proper officer as indicated;

Prepares chief's report to the administrative authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order or any routine detail of office operations as required.

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

## **QUALIFICATION REQUIREMENTS**

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service board, the physical ability to satisfactorily perform the required work, and meet all other general provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law and must successfully pass a psychiatric examination, before appointment from employment list;

Must successfully pass a civil service examination testing aptitude for beginning work in this class.

Secretary to the Police Chief OP

Original Adoption: 09-12-73

Revision Dates: 05-15-91, 06-29-95, 09-13-00, 06-20-01, 03-11-09, 03-19-14, 06-13-18,  
10-31-22

# POLICE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing department records and reports of activity. Employees of this class perform routine typing duties, answer telephones, and enter records into the department computer, in addition to entering information in department files and retrieving such information as required. Employees of this class perform routine duties independently, and report to and have work reviewed by a Police Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Processes or files records according to department procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports.

Opens, sorts, and distributes incoming mail for the department or for the Chief's office as directed. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Acts as receptionist for any visitors to the Chief's office. Answers questions and handles routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned. Sets up a filing system. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files. Operates a computer terminal, copying machine, calculator, or adding machine to enter or retrieve information. Develops new procedures for office functions when necessary.

Keeps accounts showing the money and assets of the police department.

Maintains an inventory of supplies and equipment for clerical functions. Prepares purchase requisitions according to departmental procedures and orders supplies. Disburses supplies and equipment as required.

Operates communications equipment for short periods to relieve communications personnel.  
Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must present a certificate verifying the ability to type twenty-five (25) words per minute.

Police Records Clerk OP
Original Adoption: 12-13-95
Revision Dates: 10-14-98, 09-13-00, 12-06-00, 06-20-01, 03-19-14, 06-13-18, 10-31-22